



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO AQOD

OCT 11 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT
MANAGEMENT DISTRICTS

SUBJECT: DCMC Memorandum No. 96-55, DCMC Support to Industrial
Capability Analyses (POLICY)

This is a POLICY memorandum. It expires when its content is included in
DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target
Audience: All DCMC employees involved with Industrial Facility Data Collection.

The attached September 23, 1996, Office of the Under Secretary of Defense
memorandum describes changes to the industrial facility data collection process.
The intent of these changes is to streamline the current process in terms of response
time and data collection resources.

The following are the most important changes to the data collection process.
Each request to industry for data, using the DD Form 2737, Industrial Capabilities
Questionnaire, must be tailored to request only those sections of the form and
specific data elements that are needed. Requesting offices will submit their data
requests directly to the contractor. DCMC Contract Administration Offices will not
normally be involved, but will be available for assistance in this area, upon request.
(Previously, DCMC Contract Administration Offices were responsible for
forwarding data requests to contractors and ensured the forms were filled out
properly.) Each requesting office will "register" its request on a centralized registry
to assist in data collection planning. The registry information will be maintained
on the World Wide Web. The address for this Web page is <http://www-ia.ria.army.mil/ICR/reg2737>. All requesting officials should retain the data
collected through this process for at least two years, and make it readily available
to other Government activities, upon request.

Questions on this letter maybe directed to Mr. Steven W. Swart, Contractor
Capability and Proposal Analysis Team (AQOD), (703) 767-3375 or DSN 427-3375.

ROBERT W. DREWES
Major General, USAF
Commander



ACQUISITION AND
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

September 23, 1996

MEMORANDUM FOR: ASSISTANT SECRETARY OF THE ARMY (RESEARCH,
DEVELOPMENT & ACQUISITION)
ASSISTANT SECRETARY OF THE NAVY (RESEARCH,
DEVELOPMENT & ACQUISITION)
ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITION)
DIRECTOR, DEFENSE LOGISTICS AGENCY

Subject: Changes in Collection of Defense Industrial Facility-Related Information

We have been facilitating a working group of your representatives to improve the process by which the Department collects industrial capability data for defense systems and components. The objectives of this working group have been to:

- Standardize the information requested from industry.
- Eliminate duplicate or similar requests to a company.
- Ensure widespread availability among the Services of data collected.

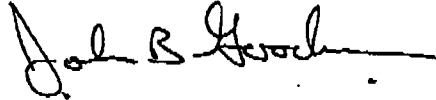
To meet these objectives, the working group developed a data collection process using DD Form 2737, "Industrial Capabilities Questionnaire." This form, approved by OMB in 1995, replaced several different previously used questionnaires. When the new process was approved, the working group indicated it would review the data collection process after one year to determine if the Department was able to meet its responsibilities in an efficient and effective manner. One year has passed and the working group has completed its review. The process was found to be too laborious and time consuming. Additionally, the new collection form was not being tailored cost-effectively to minimize the burden on industry.

The working group has proposed to restructure the process, as described in the Attachment, allowing each DoD Component to make information requests directly to the contractor. Under this decentralized data collection process, each Component should put into place those controls necessary to ensure the process operates correctly, including:

- Consistently using the data collection registry.
- Assuring the DD Form 2737 is tailored for each solicitation.
- Sharing the data collected within the Department.



We will collect industrial facility-related information under this new process and format for the next six months. At the end of this six month period, the Director for Industrial Capabilities and Assessments will reconvene the working group to evaluate the changes and make any further adjustments necessary. My project officer is Mr. Ron Cooke, DUSD(IA&I)/ICA, (703) 697-1366.



John B. Goodman
Deputy Under Secretary
(Industrial Affairs & Installations)

Attachment

September 10, 1996

Revised Ground-Rules for Collection of Defense Industrial Facility-Related Information

This paper describes changes to the industrial facility data collection process to be evaluated over a 6-month trial period. The intent of these changes is to streamline the current process in terms of response time and data collection resources. A DoD component working group will evaluate the effectiveness of the changes after this trial period. The working group also will determine if the data elements in the DD2737 are sufficiently stable such that a data element dictionary can be established. The proposed revised data collection process is as follows:

- Each DoD Component will disseminate these guidelines and monitor their use. (This is important to ensure that only the approved DD2737 form is used for direct data solicitations from industry and data requests are conducted in the most efficient manner possible.)
- To minimize the impact on industry, each request of industry, using the DD2737 form, must be tailored to specify only those sections and specific data elements needed. In the event the requesting office experiences difficulty in tailoring the DD2737 form for their particular application, there are points of contact available within each of the Services and DLA to assist in this process. (See points of contact listing at the end of this document.)
- Requesting offices will submit their data requests to the contractor, directly. (Previously, DCMC ensured the forms were filled out properly and forwarded the data request to the contractor. DCMC will, however, remain available for assistance in this area, upon request.)
- Each requesting office must "register" its request to assist in the data collection planning. The requesting offices will use the registry to: avoid issuing duplicate data requests; expedite the sharing of previously collected industry data among the Services and DLA; record the status of their data requests; and maintain an accurate record of the data collected. The Army Industrial Engineering Activity (IEA) will act as the registry secretariat to receive and distribute the industry data collection status.
- The registry information will be maintained on the World Wide Web. This Web page will be activated not later than September 30, 1996, by which time an address will be provided. The

register will contain: (1) date request was made, (2) company name, address, and CAGE Code being surveyed, (3) DD2737 section(s) requested, (4) name and telephone number of requester, and (5) purpose for collecting this data.

- IEA can be contacted for specific instructions on the use of, and input to, this registry.
(See Army representative on points of contact listing, below.)
- At the end of the 6-month trial period, the participating organizations will be requested to provide basic statistics, lessons learned, and recommendations on the revised data collection process.
- All requesting offices should keep the industry data collected through this process for at least 2 years, and make it readily available to other Government activities, upon request.
- If the Services want to maintain this data in a structured data base, version 1.0 of the DD2737 data base software and user's manuals can be obtained from the Service and DLA POCs listed below. Though use of this software is optional, for ease of use, please follow this format for industry data to be collected under this process and exchanged between Government activities. There is no maintenance provided for this final software package.

DoD Data Collection Points of Contact

Service/ Agency	Name e-mail address	Organization	Phone:	Fax
Army	David Bernreuther dbemr@ria-emh2.army.mil	AMXIB	(309) 782-5525 DSN 793-5525	(309) 782-7170
Navy	Jim Collis collisjp.ntrprs@navair.navy.mil or	NavAirSysCom	(703) 604-6200, ext 3453 DSN 664-6200, ext 3453	(703) 604-2073
	Janet Alberts alberts_janet_1@hq.navsea.navy.mil	NavSeaSysCom	(703) 602-9150, ext 145 DSN 332-5018, ext 145	(703) 602-0522
Air Force	Allen K. Moore mooreak@wlmnta.wpafb.af.mil	WL/MTA	(513) 255-3701, ext 245 DSN 785-3701, ext 245	(513) 255-1268
DLA	Patricia Whittington whittington_patricia%hq2ccw.hq.dla.mil	MMPON	(703) 767-1427 DSN 427-1427	(703) 767-1440
DCMC	Steve Swart steven_swart@hq.dla.mil	AQCOD	(703) 767-3375 DSN 427-3375	(703) 767-2379